



Human Resources Assistant I
NEW HAMPSHIRE LIQUOR COMMISSION
Part-time, Monday through Friday – 29 hrs/wk
\$12.16/hr
#TMPPT3279

The New Hampshire Liquor Commission is looking for a part-time Human Resources Assistant I with Word, Excel, and Access experience to perform clerical duties in maintaining personnel and recruitment files.

PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION YOU ARE APPLYING FOR.

Closing date: April 12, 2013.

BASIC PURPOSE: To coordinate the recruitment activities and daily clerical duties with the Human Resources Department.

ABILITIES:

Communicates via telephone or e-mail with the general public and state employees regarding positions available in the NH Liquor Commission.

Schedules interviews for vacant positions in the NH Liquor Commission.

Coordinates paperwork required by the HR section for interviews, orientations, or other meetings.

Update employee status forms in regard to promotions, transfers, or other related employee actions.

Creates and provides correspondence to applicants regarding the status of applications or other personnel actions.

Files and organizes employee personnel files.

Tracks status of evaluations, job descriptions, or other related employee forms.

Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience in general office work, preferably associated with personnel and/or payroll functions and with some word processing experience.

The following items are a requirement and need to be completed as a condition of employment:

- **Criminal records check;**
- **Reference check.**

These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months.

All employees will have these background checks completed.

HOW TO APPLY: An official application for employment may be obtained from and returned to New Hampshire Liquor Commission, Human Resources, 50 Storrs Street, PO Box 503, Concord, New Hampshire, 03302-0503 (603) 230-7052. hr@liquor.state.nh.us and is available on the Internet at <http://www.nh.gov/liquor/employment.shtml>. In addition, an official state application for employment may be obtained at www.admin.state.nh.us/hr. *** In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature **MUST** be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. ***

For further information please contact Cathy Thornton, Human Resources Technician at (603) 230-7052 hr@liquor.state.nh.us.

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